



*Department of Accounts*  
*Reportline*

**User Manual**

**March 11, 2004**

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## Reportline Overview

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**Introduction** DOA has developed a web-based system that provides access to an electronic version of reports that are not currently received via Mantissa Remote Print.

Authorized users may access **Reportline** using the internet at

<http://Reportline.doa.state.va.us>

**Reportline** is user-friendly and requires little intervention from outside resources. However, DOA realizes there may be some functions individuals may need assistance with and it has developed this administrative manual to aid agency personnel.

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### **REPORTLINE Features**

**Reportline** provides Commonwealth of Virginia agency personnel with the means to:

- View reports **not printed remotely onsite** for **3 years** past the report run date.
  - Store electronic versions of these reports on an agency-based server or individual personal computer.
  - Perform searches for specific verbiage found in the electronic reports.
  - Maintain agency user access internally.
  - View Help pages on each page of **Reportline**.
- 

### **Database Security**

State-of-the-art security features are provided to maintain confidentiality of report information.

- **Application Security**—requires a Logon ID and password for system access. Individuals will be required to keep this information confidential to provide the utmost security to Commonwealth data.
- **Secure Socket Layer (SSL)**—uses a 128-bit encryption routine to protect the data as it travels back and forth over the Internet.
- **Encrypted File System (EFS)**—is an operating system feature that protects sensitive data and prevents unauthorized access to the file directory.

## Reportline Overview, Continued

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### Access Requirements

- Browser must be enabled for Java Script.
  - Browser must be enabled for Cookies.
  - Browser must be enabled for Secure Socket Layer (SSL) Security (128-bit version).
  - If connecting to the site from behind a firewall or proxy server, it must allow SSL (port 443) communication.
  - **Internet Explorer** browser, version 4.0 or higher.
  - Designed to be viewed at a screen resolution of 800 by 600 or greater, with a minimum of 256 colors.
  - Connection speed of 56k modem (or higher) is highly recommended.
-

## Reportline User Security

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**Security Levels**     **Reportline** has four levels of application security.

- *Application Administrator*—DOA Database Administration personnel who establish Systems Administrator security.
  - *Systems Administrator*—DOA application specific (i.e., CARS, CIPPS, FAACS) personnel who establish line agency Reportline Security Officer security.
  - *Reportline Security Officer*—Line agency security officer who establishes Individual User security.
  - **Individual User**—Line agency personnel who utilizes Reportline to access electronic reports.
- 

**Individual User Access Set Up by Agency Security Officer**     Your agency's Reportline Security Officer will set up your individual security so that you can access Reportline.

## Reportline User Security, Continued

### Reportline Request Form

To access specific reports on **Reportline**, your Agency Reportline Security Officer will have you complete the **Reportline Request Form**. **Return the form to your agency's Reportline Security Officer who will add you directly into the Reportline system.** This PDF form is located on DOA's Reportline website for use.

#### Department of Accounts Reportline Request Form

|   |                                 |  |
|---|---------------------------------|--|
| <b>Date</b> _____ / ____ / ____                     | <b>User Type</b><br>(check one) | <input type="checkbox"/> Agency User             |
| <b>Logon ID</b><br>(7 to 9-Character/Alpha-Numeric) |                                 | <input type="checkbox"/> Agency Security Officer |
| <b>Your Agency Number</b>                           | <b>Action</b><br>(check one)    | <input type="checkbox"/> New                     |
|   |                                 | <input type="checkbox"/> Change                  |
|   |                                 | <input type="checkbox"/> Delete                  |
| <b>Name</b>   | _____                           |  |
|   | First                           | Middle Last                                      |
| <b>Signature</b>                                    | _____                           |  |
| <b>E-mail Address</b>                               | _____                           |  |
| <b>Telephone</b>                                    | _____                           |  |

**Approved Agencies—List individual agency numbers**

\_\_\_\_\_

\_\_\_\_\_

#### —Reportline Access—

**Report Families: BENEFITS, CARS, CIPPS, FAACS, HEALTHCARE, LEAVE, VRS**

| Report Family<br>(See List Above) | Level of Security<br>(Choose only one)  | List Reports Here For Security Levels C or D |
|-----------------------------------|---|--|
| * _____                           | <input type="checkbox"/> A. No reports for system<br><input type="checkbox"/> B. All reports for system<br><input type="checkbox"/> C. <b>ONLY</b> listed reports for system<br><i>Use next column to list reports</i><br><input type="checkbox"/> D. All reports for system <b>EXCEPT</b> listed<br><i>Use next column to list reports</i> | <p>_____</p> <p>_____</p> <p>_____</p>       |
| _____                             | <input type="checkbox"/> A. No reports for system<br><input type="checkbox"/> B. All reports for system<br><input type="checkbox"/> C. <b>ONLY</b> listed reports for system<br><i>Use next column to list reports</i><br><input type="checkbox"/> D. All reports for system <b>EXCEPT</b> listed<br><i>Use next column to list reports</i> | <p>_____</p> <p>_____</p> <p>_____</p>       |

**Authorized by:** \_\_\_\_\_ *Signature* \_\_\_\_\_ *Date*

**Entered by:** \_\_\_\_\_ *Signature* \_\_\_\_\_ *Date*

Continuation Page Attached ? ☐ No ☐ Yes

## Accessing Reportline

**Web Address**      **http://Reportline.doa.state.va.us**

**From the DOA Home Page**      If you use the Department of Accounts Internet Home Page, click the **REPORTLINE** button on the left-hand side of the Main Menu.

**General Logon With a Valid Password**      Perform the following steps to logon.

| Step   | Action   |
|--|--|
| 1  | Enter Logon ID (7 to 9 Character/Alpha-Numeric). |
| 2  | Enter your password                              |
| 3  | Click the <b>Logon</b> button.                   |
| If a correct password is entered, the <i>Broadcast Messages</i> page displays. |  |

Department of Accounts  
**Reportline**

**Log On**  
**Forgot Password**  
**Contact Us**  
**Security**  
**Help**  
**Available Reports**

**Welcome to Reportline!!**

Logon ID   
Password

*Please enter your Logon ID and Password*

*Continued on next page*

## Accessing Reportline, Continued

### Navigation

Navigation buttons located in the left-hand margin of the page link you to other **Reportline** pages or perform requested functions as described below.

| BUTTON                   | DESCRIPTION   |
|--------------------------|---|
| <b>Log On</b>            | Initiates the logon process for <b>Reportline</b> with entry of a valid logon and password.   |
| <b>Forgot Password</b>   | Links user to the <i>Forgot Password</i> page where user can view their previously stored hint or receive an email to their previously stored email address providing their password. |
| <b>Contact Us</b>        | Allows the user to send an E-mail with suggestions and/or questions to DOA.   |
| <b>Security</b>          | Links the user to information on application security and access requirements that support <b>Reportline</b> .  |
| <b>Available Reports</b> | Links the user to a list of reports that may be available for viewing.  |

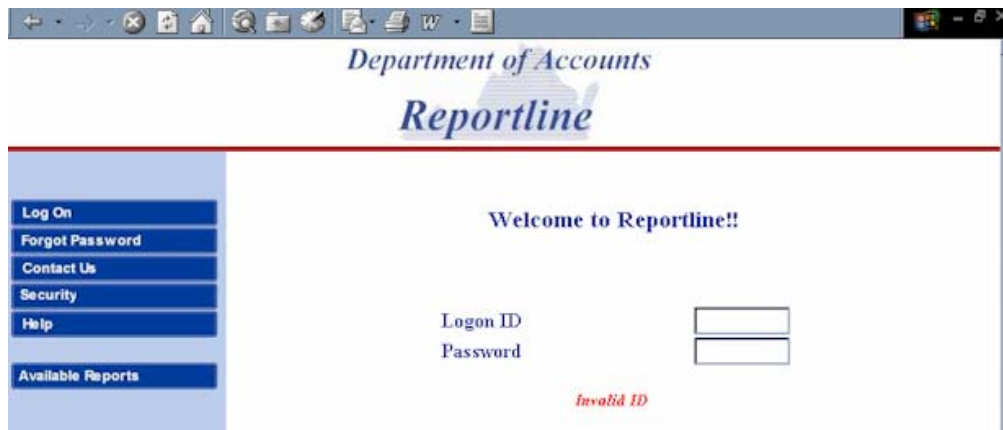
You are linked to the *Broadcast Messages* page for messages and other menu selection items.



*Continued on next page*

## Accessing Reportline, Continued

**Invalid Log On** If an invalid Logon ID is entered, the message "Invalid ID" is displayed.



**Suspended Account** After 5 (five) failed logon attempts the following message is displayed "ACCOUNT SUSPENDED DUE TO SECURITY VIOLATIONS."



Violations are cleared only by a DOA Systems Administrator. Contact DOA by using the **Contact Us** button to request the violations be cleared. Alternatively, Reportline violations will be cleared each workday evening.

*Continued on next page*

## Forgot Your Password?

### Forgot Password Button

If you have forgotten the assigned password, click on the **Forgot Password** button. You will go to the *Forgot Password* page.

**E-Mail Address** If a hint was previously stored, it is displayed.

Also, you may enter the E-mail address previously stored in the security record and have the password E-mailed to that address. The E-mail address entered on this page **MUST** match that which was previously stored. If not, the message, *The Email Address you entered (email address) did not match*, is displayed.

## Forgot Your Password?, Continued

### Confirmation Message

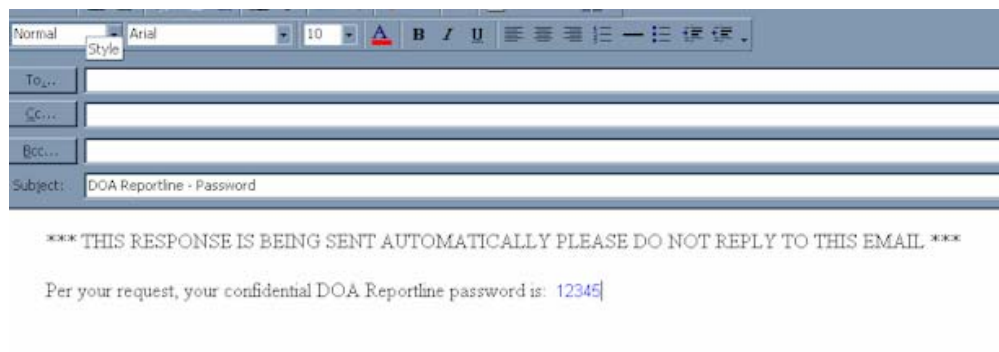
If a matching E-mail address is entered, **Reportline** provides a confirmation message.



### You Receive E-mail

And you receive the following E-mail.

Note: If your Security Officer did not establish a hint or E-mail address in the security record (see **Personal Options** topic) the *Forgot Password* page will be blank. Your Reportline Agency Security Officer will have to assist you.

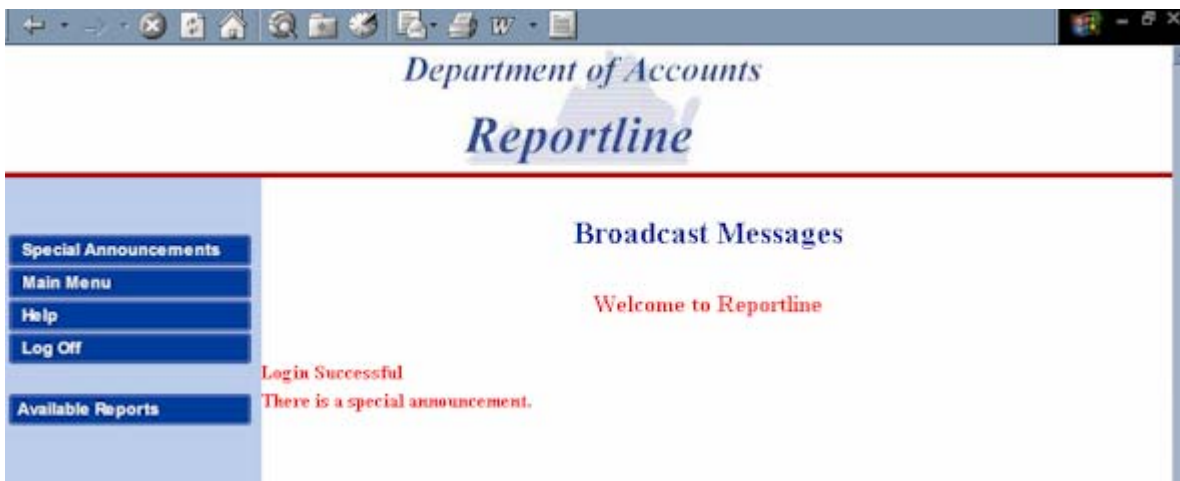


## Broadcast Messages Page

**Message Page** The *Broadcast Messages* page welcomes you to **Reportline**. It is used to communicate messages both globally and individually to the **Reportline** user population.

In the center of the page, a global message intended for all **Reportline** users is displayed.

Additionally, in the bottom, left-hand corner, informational messages may appear which provide feedback to the user regarding actions which have been taken (e.g., Login successful), actions which should be taken (e.g., you have personal messages).



**Navigation** Navigation buttons located in the left-hand margin of the page link the user to other **Reportline** pages or perform requested functions as described below.

| BUTTON                       | DESCRIPTION  |
|------------------------------|--|
| <b>Special Announcements</b> | If a special announcement is available for viewing, this button displays. Additionally, the informational message "There is a Special Announcement" appears in the bottom left corner of the <i>Broadcast Message</i> page. Links the user to the <i>Special Announcement</i> page and displays additional global announcements directed to all <b>Reportline</b> users. |

*Continued on next page*

## Broadcast Messages Page, Continued

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| BUTTON                   | DESCRIPTION   |
|--------------------------|---|
| <b>Personal Messages</b> | If a personal announcement is available for viewing, this button displays. Additionally, the informational message "You have personal messages" appears in the bottom left corner of the <i>Broadcast Message</i> page. Links the user to the <i>Personal Messages</i> page and displays notices solely for the individual Reportline user. |
| <b>Main Menu</b>         | Links the user to the Main Menu page.   |
| <b>Log Off</b>           | Returns the user to the <i>Logon</i> page and signs the user out of Reportline.   |
| <b>Available Reports</b> | Links the user to a list of reports that may be available for viewing.  |

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## Special Announcements Page

### Special Announcement

The *Special Announcements* page is used to communicate global messages to the **Reportline** user population. **Reportline** users may read the announcement by clicking on the **Read** prompt to the left of the message or remove the display of an announcement by clicking on the **Delete** prompt.



### Navigation

Navigation buttons located in the left-hand margin of the page link to other **Reportline** pages or perform requested functions as described below.

| BUTTON                    | DESCRIPTION   |
|---------------------------|---|
| <b>Broadcast Messages</b> | Clicking on this button links the user to the Broadcast Message page.                                     |
| <b>Main Menu</b>          | Clicking on this button links the user to the Main Menu.  |
| <b>Log off</b>            | Clicking on this button returns the user to the Log On page and signs the user out of <b>Reportline</b> . |
| <b>Available Reports</b>  | Links the user to a list of reports that may be available for viewing.                                    |

## Personal Messages Page

### Personal Messages

The *Personal Messages* page is used to communicate messages intended solely for the individual **Reportline** user logged on. These messages will be displayed in the center of the page showing: Employee Name, Date of the message, and Message Content.

**Reportline** users may remove a message by clicking on the 'delete' prompt shown to the left of the Date. An informational message will be displayed stating the message has been deleted. Any message not deleted by the user will automatically be deleted within thirty days.



### Navigation

Navigation buttons located in the left-hand margin of the page will link to other **Reportline** pages or perform requested functions as described below.

| BUTTON                    | DESCRIPTION  |
|---------------------------|--|
| <b>Broadcast Messages</b> | Links the user to the <i>Broadcast Message</i> page.                             |
| <b>Main Menu</b>          | Links the user to the <i>Main Menu</i> page.                                     |
| <b>Log off</b>            | Returns the user to the Logon page and signs the user out of <b>Reportline</b> . |
| <b>Available Reports</b>  | Links the user to a list of reports that may be available for viewing.           |

## Main Menu Page

### Main Menu

The *Main Menu* page is the central navigation page for **Reportline**.



### Navigation

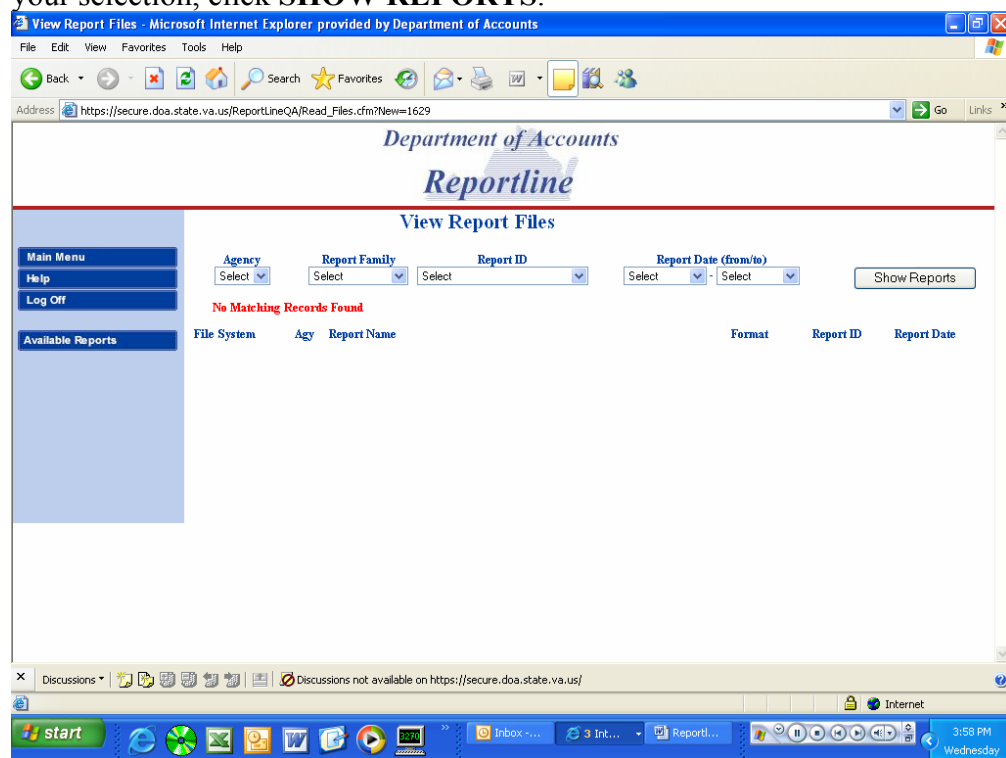
Navigation buttons located in the left-hand margin of the page link to other **Reportline** pages or perform requested functions as described below.

| Button                    | Description   |
|---------------------------|---|
| <b>Access Files</b>       | Links to a listing reports available for viewing and downloading.   |
| <b>Personal Options</b>   | Links to a page containing their personal data such as name and email address. Changes to personal information are made on this page. |
| <b>Broadcast Messages</b> | Links to the <i>Broadcast Messages</i> page where global and individual messages for all <b>Reportline</b> users can be viewed.       |
| <b>Contact Us</b>         | Links to a page where the user can contact DOA regarding problems they are incurring with this site.                                  |
| <b>Log Off</b>            | Returns the employee to the <i>Logon</i> page and signs the user out of <b>Reportline</b> .   |
| <b>Available Reports</b>  | Links the user to a list of reports that may be available for viewing.  |

## Access Files Page

**Access Files** The Access Files page allows you to select specific files to view and/or save at an agency server or personal computer.

The display of the listed reports can be refined by selecting specific items from the **Agency**, **Report Family**, **Report ID** (**Note: Reports for which you have Report Family authorization are listed numerically and then alphabetically; they are NOT categorized by Report Family in this pull-down menu.**), and **Report Date** drop down boxes. After you have entered your selection, click **SHOW REPORTS**.



*Continued on next page*

## Access Files Page, Continued

Report Can Be  
Viewed as a  
TEXT or PDF  
File

[You can view the report online in Portable Document Format \(PDF\). To do so, you need the Adobe Acrobat Reader software installed on your PC. \[This is available as a free download from the Adobe Corporation's web site.\] The PDF format feature shows the report in the same layout as it would be printed.](#)

[On the other hand, the TEXT \(TXT\) viewing feature requires downloading the report from the Internet to your desktop PC in order to view it. And, when the report opens, it adjusts to the defaults of your word processing package or text editor—thereby requiring you to manually adjust the formatting to accommodate the way the report should print.](#)

Using Adobe  
Acrobat Reader  
Versions 5 or  
6?

### [Important](#)

If you use **Adobe Acrobat Reader Versions 5 or 6** and **cannot view the report online when you click the PDF button (below)**, you need to have the Reader open in a separate screen window and not in the Internet Browser.

To do this, make the following Acrobat Reader software setup change:

### **Version 5 Users**

| Step | Action   |
|------|--|
| 1    | Open Adobe Acrobat Reader (START, PROGRAMS, ADOBE READER)    |
| 2    | Click <EDIT> <PREFERENCES>                                   |
| 3    | Click <OPTIONS> in the left menu if it is not already there. |
| 4    | Remove the check from the DISPLAY PDF IN BROWSER box.        |
| 5    | <OK>   |
| 6    | Close and reopen Internet Browser.                           |

*Continued on next page*

## Access Files Page, Continued

### Version 6 Users

| Step | Action  |
|------|---|
| 1    | Open Adobe Acrobat Reader (START, PROGRAMS, ADOBE READER) |
| 2    | Click <EDIT> <PREFERENCES>                                |
| 3    | Select the INTERNET link from left menu.                  |
| 4    | Remove the check from DISPLAY PDF IN BROWSER box.         |
| 5    | <OK>  |
| 6    | Close and reopen Internet Browser.                        |

#### PDF Format Choice

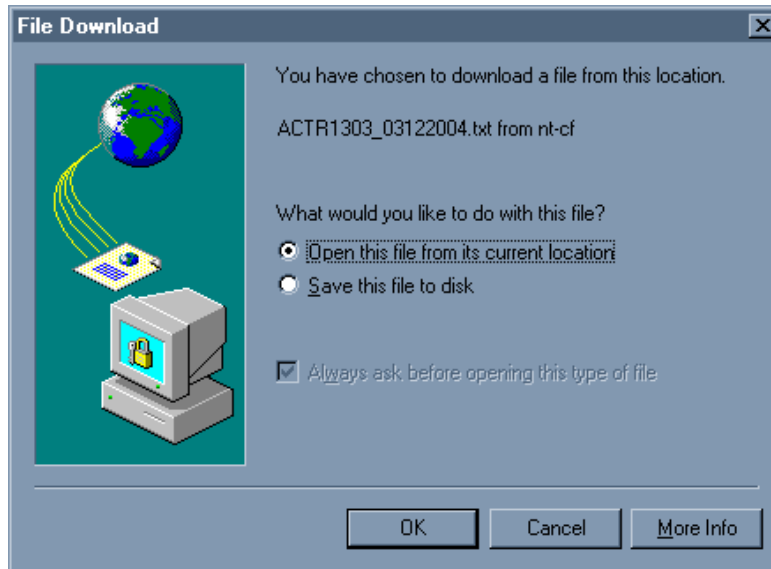
Click on PDF to view the report using the Adobe Acrobat Reader. The report appears online in the same format as it would appear in hardcopy print. You can use the Adobe software to save and/or print the report. Also, use the “Binoculars Icon” for FIND. You can scroll through a PDF document doing a search & find.

*Continued on next page*

## Access Files Page, Continued

### TEXT (TXT) Format Choice

After clicking on **TEXT**, a pop-up '**File Download**' box displays. Click on the appropriate action. Typically this will be "Open this file from it's current location." Then click "**OK**."



### TEXT File Opens in a WP Application

The report opens in a word processing application (typically Microsoft Word or Notepad), but it will be unformatted.

Microsoft Word - ACTR0402C1CYCLEW\_03122004.txt

| FUND   | GLA   | TRANSACTIONS | NO | PROJT | NO  | ACCOUNT TITLE                 | GLA            | BEGINNING BALANCE |
|--------|-------|--------------|----|-------|-----|-------------------------------|----------------|-------------------|
| DEBITS |       |              |    |       |     | CREDITS                       | ENDING BALANCE | NO                |
| 0000   | 00000 | 892          |    |       |     | CENTRAL/OUTSIDE BUD-ORIGINAL  |                | 62,538.00CR       |
| .00    |       |              |    |       | .00 |                               | 62,538.00CR    | 892               |
|        |       | 893          |    |       |     | CENTRAL/OUTSIDE BUD-ADJUSTED  |                | 375.00            |
| .00    |       |              |    |       | .00 |                               | 375.00         | 893               |
|        |       | 899          |    |       |     | CONTRA STATISTICAL RECORDS    |                | 62,163.00         |
| .00    |       |              |    |       | .00 |                               | 62,163.00      | 899               |
|        |       | TOTAL        |    |       |     |                               |                | .00               |
| .00    |       |              |    |       | .00 |                               | .00            |                   |
| 0100   | 00000 | 101          |    |       |     | CASH WITH THE TREASURER OF VA |                | 18,907.53         |
| .00    |       |              |    |       | .00 | 723.24CR                      | 18,184.29      | 101               |
|        |       | 102          |    |       |     | ALLOTMENTS                    |                | 38,163.00CR       |
| .00    |       |              |    |       | .00 |                               | 38,163.00CR    | 102               |
|        |       | 703          |    |       |     | RESERVE FOR ALLOTMENTS        |                | 38,163.00         |

*Continued on next page*

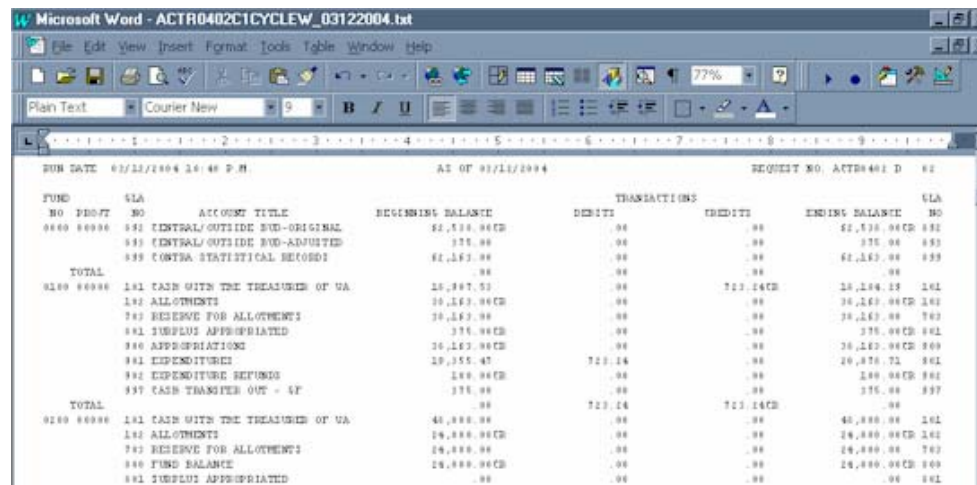
## Access Files Page, Continued

### Formatting a TXT Report

Perform the following steps to format a TXT report in Word.

| Step | Action  |
|------|---|
| 1    | Select <Edit>   |
| 2    | Select <All>  |
| 3    | Change the font size to nine (9)                        |
| 4    | Choose <File>   |
| 5    | <Page Setup><br>Orientation = Landscape<br>Margins = .5 |

At this point the formatted file can be saved to the agency server or an individual personal computer.



| FUND | GLA   | ACCOUNT TITLE                     | BEGINNING BALANCE | DEBITS | CREDITS  | ENDING BALANCE | GLA |
|------|-------|-----------------------------------|-------------------|--------|----------|----------------|-----|
| 0000 | 00000 | 000 CENTRAL/OUTSIDE FUND-ORIGINAL | 52,530.00CD       | .00    | .00      | 52,530.00CD    | 000 |
|      |       | 000 CENTRAL/OUTSIDE FUND-ADJUSTED | 375.00            | .00    | .00      | 375.00         | 000 |
|      |       | 000 CONTRA STATISTICAL RECORDS    | 52,155.00         | .00    | .00      | 52,155.00      | 000 |
|      |       | TOTAL                             | .00               | .00    | .00      | .00            |     |
| 0100 | 00000 | 100 CASH WITH THE TREASURER OF VA | 10,000.00         | .00    | 723.14CD | 9,276.86       | 100 |
|      |       | 100 ALLOTMENTS                    | 30,153.00CD       | .00    | .00      | 30,153.00CD    | 100 |
|      |       | 700 RESERVE FOR ALLOTMENTS        | 30,153.00         | .00    | .00      | 30,153.00      | 700 |
|      |       | 000 FUNDUS APPROPRIATED           | 375.00CD          | .00    | .00      | 375.00CD       | 000 |
|      |       | 000 APPROPRIATION                 | 30,153.00CD       | .00    | .00      | 30,153.00CD    | 000 |
|      |       | 000 EXPENDITURES                  | 10,255.40         | 723.14 | .00      | 9,532.26       | 000 |
|      |       | 000 EXPENDITURE REFUND            | 100.00CD          | .00    | .00      | 100.00CD       | 000 |
|      |       | 000 CASH TRANSFER OUT - SF        | 375.00            | .00    | .00      | 375.00         | 000 |
|      |       | TOTAL                             | .00               | 723.14 | 723.14CD | .00            |     |
| 0200 | 00000 | 100 CASH WITH THE TREASURER OF VA | 40,000.00         | .00    | .00      | 40,000.00      | 100 |
|      |       | 100 ALLOTMENTS                    | 10,000.00CD       | .00    | .00      | 10,000.00CD    | 100 |
|      |       | 700 RESERVE FOR ALLOTMENTS        | 10,000.00         | .00    | .00      | 10,000.00      | 700 |
|      |       | 000 FUND BALANCE                  | 10,000.00CD       | .00    | .00      | 10,000.00CD    | 000 |
|      |       | 000 FUNDUS APPROPRIATED           | .00               | .00    | .00      | .00            | 000 |

## How To Set Up Your Printer to Duplex (Two-Sided) Print—An Example

**Duplex Printer Capability Restricted by Printer** You can only print duplex (two-sided) if your printer offers duplex printing.

**Configuration Example** The instructions given are for Windows 95 operating system and an HP LaserJet 4si printer, but should be similar for other printers and operating systems. Contact your IT staff for assistance with your particular printer setup.

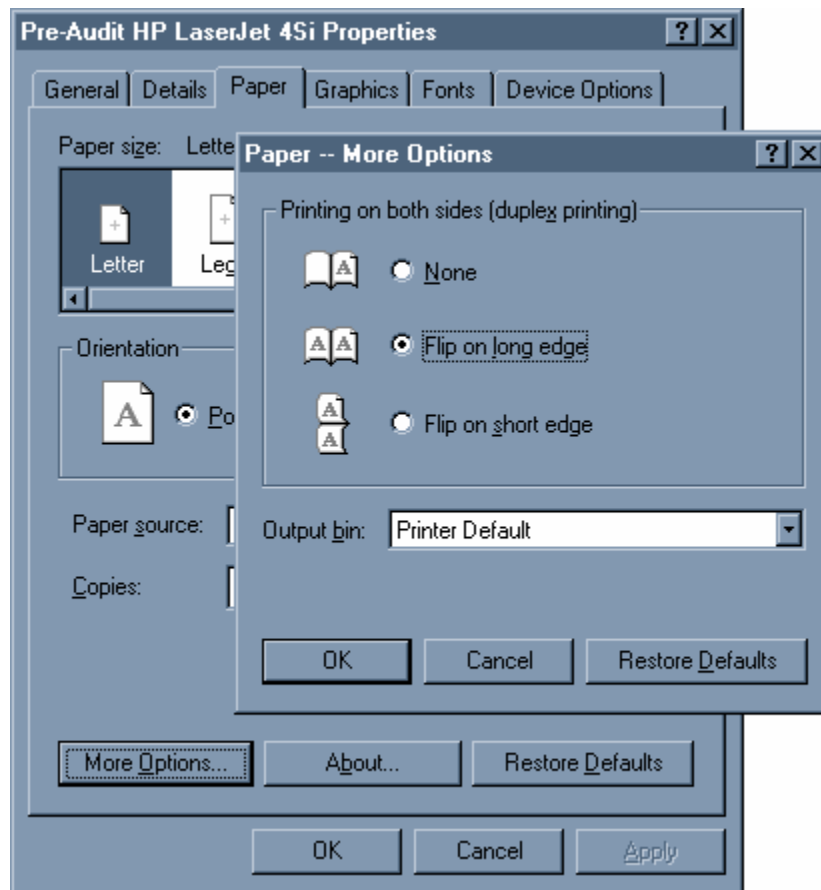
**Default Set-Up Procedure** To make the printer default to duplex printing for all documents, perform the following steps.

| Step | Action   |
|------|--|
| 1    | Click start (lower left-hand corner of your desktop).  |
| 2    | Click <Settings>   |
| 3    | Click <Printers>   |
| 4    | Click on the printer you have set as your default.   |
| 5    | Select <Properties> from the File Menu<br>OR<br>Right-click on the printer name and select <Properties.>   |
| 6    | For the HP LJ 4si, select the <Paper> tab and click <More Options.>  |
| 7    | From this panel, you can choose how to print the page. To have the document print in a book layout, select “Flip on long edge.” For table layout, select “Flip on short edge.” |

*Continued on next page*

## How To Set Up Your Printer to Duplex (Two-Sided) Print—An Example, Continued

### Default Default Set-Up Procedure (continued)



| Step | Action     |
|------|------------|
| 8    | Click <OK> |

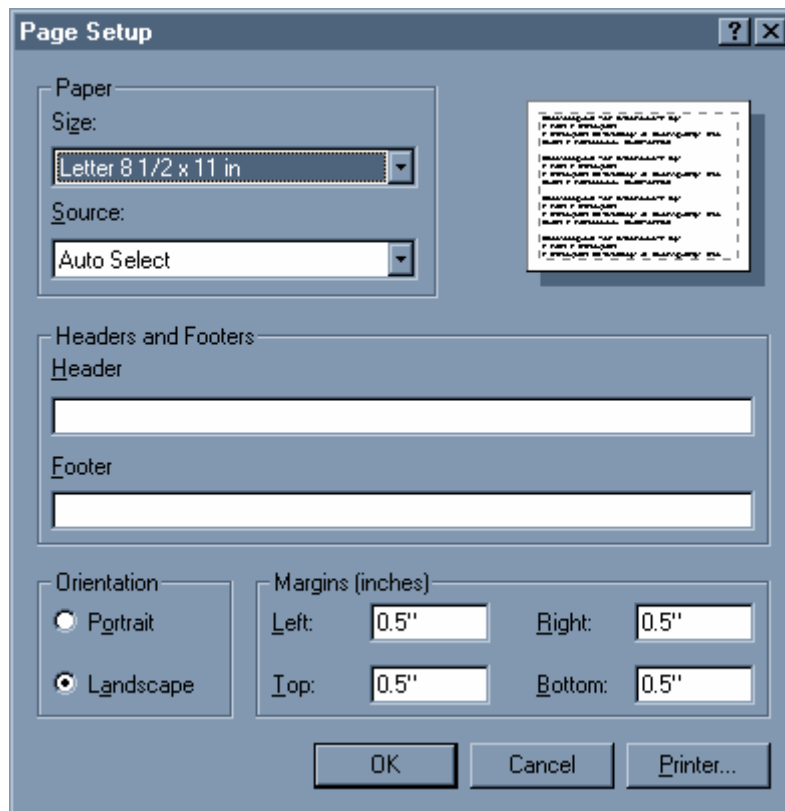
*Continued on next page*

## How To Set Up Your Printer to Duplex (Two-Sided) Print—An Example, Continued

### Printing in Duplex Mode

To make Acrobat Reader, Internet Explorer, Microsoft WORD, or other single documents print duplex, perform the following steps:

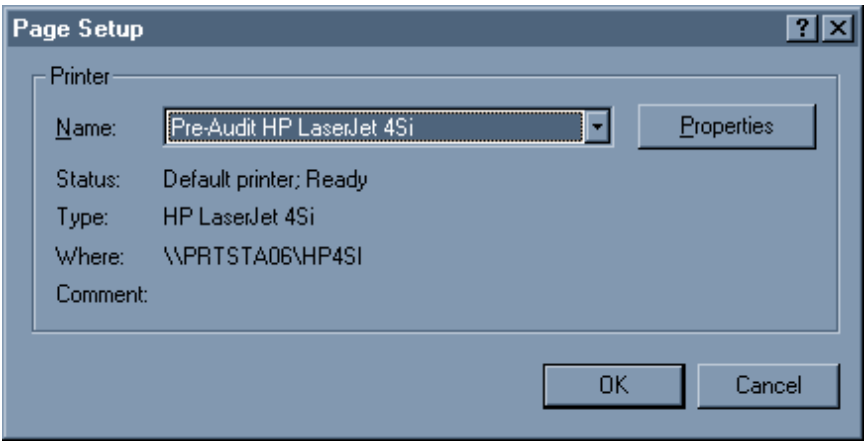
| Step | Action                                  |
|------|---|
| 1    | Select <Page Setup> from the File Menu. |
| 2    | Click the <Printer> button              |



*Continued on next page*

## How To Set Up Your Printer to Duplex (Two-Sided) Print—An Example, Continued

### Printing in Duplex Mode (continued)

| Step | Action  |
|------|---|
| 3    | Click the <Properties> button<br><br>  |
| 4    | Select the <Paper> tab and then click <More Options.>   |
| 5    | From this panel, you can choose how to print the page. To have the document print in book layout, select “Flip on long edge.” For tablet layout, select “Flip on short edge.” |
| 6    | Click <OK>  |

## Personal Options Page

### View Personal Options

The *View Personal Options* page allows you to view your existing information regarding—

- Logon ID
- Password (the actual password is not displayed, but an \* indicates it does exist.)
- Email Address
- Email Address 2
- Hint (to help in remembering current password.)
- Date Password Changed—reflects last date your password was altered.

Navigation buttons located in the left margin of the page link to other **Reportline** pages or perform requested functions as described in the section below.



Department of Accounts  
**Reportline**

### View Personal Options

|                       |                          |
|-----------------------|--------------------------|
| Logon_ID              | 111111111                |
| Password              | *                        |
| First Name            | First                    |
| Middle Name           | M                        |
| Last Name             | Last                     |
| Email Address         | AJunette@doa.state.va.us |
| Email Address 2       |                          |
| Hint                  | 12345                    |
| Date Password Changed | 03/11/2004               |

*Continued on next page*

## Personal Options Page, Continued

### Navigation

Navigation buttons located in the left margin of the page link to other **Reportline** pages or perform requested functions as described in the section below.

| Button                   | Description   |
|--------------------------|---|
| <b>Edit</b>              | Clicking on this button links the employee to a page where the user may change their password, e-mail address, and/or hint. |
| <b>Main Menu</b>         | Clicking on this button will link the user to the Main Menu page.   |
| <b>Log off</b>           | Clicking on this button returns the employee to the Log On page and signs the user out of <b>Reportline</b> .               |
| <b>Available Reports</b> | Links the user to a list of reports that may be available for viewing.  |

### Edit Personal Options

The *Edit Personal Options* page provides the **Reportline** user the ability to change any one or all of the following:

- Password (the actual password is not displayed, but an \* is displayed for each password character.)
- Email Address
- Email Address 2
- Hint (to help in remembering current password.)

Department of Accounts  
**Reportline**

**Edit Personal Options**

Accept  
Cancel  
Main Menu  
Help  
Log Off  
Available Reports

Logon ID: 11111111  
 Password:   
 First Name:   
 Middle Name:   
 Last Name:   
 Email Address:   
 Email Address 2:   
 Hint:   
 Date Password Changed: 03/11/2004

## Personal Options Page, Continued

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After entering the new information, press the **Accept** button and the information will be displayed on the *View Personal Options* page.

If the information entered is not correct or if the user is not satisfied with the changes, press the **Cancel** button and is returned to the *View Personal Options* page.

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### Navigation

Navigation buttons located in the left margin of the page link to other **Reportline** pages or perform requested functions as described in the section below.

| Button                   | Description   |
|--------------------------|---|
| <b>Accept</b>            | Allows the information entered above to be updated. It is effective immediately.  |
| <b>Cancel</b>            | Links the employee back to the <i>View Personal Options</i> page. No changes entered on the <i>Edit Personal Options</i> page are accepted. |
| <b>Main Menu</b>         | Links the user to the Main Menu.  |
| <b>Log off</b>           | Returns the user to the Log On page and signs them out of <b>Reportline</b> .   |
| <b>Available Reports</b> | Links the user to a list of reports that may be available for viewing.  |

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## DOA Contact

### Contact Us Button

Use Reportline's Main Menu screen's **Contact Us** button for assistance.

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